



Extended Studies

2014-2015 | Career Development Course Guide

Pencil us in!

Choose from more
than 100 classes:

- Human Resources
- Project Management
- Computer Skills
- Social Media Marketing
- Mediation...and much more!

Plan your year (and your career) today

Your needs. Our expertise.

At Extended Studies, **meeting the needs of northern Nevada is paramount**, and responsiveness to change is key to meeting those needs. That is why we are always evolving, with **new courses in development throughout the year and customized programs** designed in partnership with you, your business, or your organization. **Visit our website often and sign up to receive our e-newsletter to keep up-to-date on the latest developments at Extended Studies.**

Class locations

Most classes are held at the University of Nevada, Reno, Redfield Campus, 18600 Wedge Parkway, Reno, or at the University's Continuing Education Building, 1041 N. Virginia St. Contract courses and customized training can be held at the site of your choosing. For class locations, our most up-to-date schedule, course descriptions and registration, please visit our website.

Added value — lunch and parking

The fee for many full-day noncredit professional development courses includes lunch and an opportunity to network with classmates while you dine. Parking is free at Redfield Campus without a permit; fees for courses held on the main University campus include permit parking. Additional information about parking will be included in confirmation letters sent prior to class.

\$AVE! Early-bird and other discounts available for many courses!

Call us for information about discounts available for multiple registrations from the same organization, and for individuals registering at the same time for all the required courses for one multiple-course certificate program in Project Management, Human Resources Management or Supervisory Management. See course descriptions online or look inside for early-bird registration deadlines.

You have training needs. We have solutions.

Top-performing companies recognize that **employee training and development lead to measurable bottom-line success**. Extended Studies at the University of Nevada, Reno can deliver courses and programs at your site or ours — all designed with your budget, your goals and your business in mind. **Exceptional instructors and first-rate curriculum offer the fresh perspectives, competitive tools and best practices** that can enrich and strengthen even the finest employees, operations and bottom lines.

Let us work for you.

With courses and training from Extended Studies at the University of Nevada, Reno, you'll benefit from:

- Increased productivity and efficiency to help you tackle today's issues and tomorrow's challenges
- Cross training and professional development for retraining, reorganizing and retaining key employees
- Skill enhancement, practical, real-world business applications and up-to-the-minute information from experienced faculty and industry experts
- Opportunities to establish broad professional and industry-specific relationship networks

Proven results.

Companies who partner with Extended Studies get the most for their training dollar. You can too, with:

- A focused and comprehensive educational experience
- Industry-specific information you can use right now
- New tools to rethink and re-energize your goals
- Skills to stay on the leading edge of change
- Strategies to manage a staff, a team, a company and your own success
- Professional course delivery and quality service

Customized training from Extended Studies has helped Northern Nevada Medical Center to augment internal leadership development programs designed to provide extended training on specific issues. Providing classes to our leadership team on the hospital campus was a convenient and valuable use of our training time and money, and has had lasting, positive impact on our organization." — Patricia Downs, MBA, Director of Human Resources, Northern Nevada Medical Center

Contact us...

For more about partnering with us to meet your professional development needs, contact:

- **Jodi Herzik, MPA**, interim executive director, professional development programs, jodim@unr.edu or (775) 682-6420
- **Shera Alberti-Annunzio, M.Ed.**, assistant director, professional development and certificate programs, shera@unr.edu or (775) 784-1676
- **Amy Ginder, M.S.**, assistant director, management and leadership programs, aginder@unr.edu or (775) 784-4759
- **JoAnne Gipson**, operations manager, gaming management programs, jgipson@unr.edu or (775) 682-7558

The word's out!

Here's what our students are saying:

"This course was exceptional — a wonderful experience!"

— Cortney Young, Chapman Law Firm, PC.

"High-quality, fast-paced, highly motivating course."

— Kathy Bennett, Fernley Municipal Court

"Great class! So timely and current."

— Kristen Shipman, Hamilton Solar

"Excellent course and presentation of the topic. The instructor was very knowledgeable in her field."

— Larry Romero, Santa Clara Police Department

The online **Executive MBA** from the College of Business, University of Nevada, Reno.
Your education. Upgraded.



Competitively priced. Expert faculty. Leading-edge education. All from a college that offers one of the leading part-time MBAs in the country.

Visit www.emba.unr.edu today!

Your #1 gaming industry resource.

Extended Studies is the world's premier provider of gaming management education, offering industry-specific training, general short courses, weeklong seminars and an annual international Executive Development Program. We can also bring our programs to your site. Email gaming@unr.edu.

www.gaming.unr.edu

Watch our website for more Spring/Summer 2015 classes coming soon!
www.extendedstudies.unr.edu

For information, visit www.extendedstudies.unr.edu or call (775) 784-4046 or 1-800-233-8928.



Listed chronologically under each heading (unless otherwise noted), Extended Studies professional development courses and programs may be taken independently and require no formal admission to the University.

Take courses individually, or build a management certificate within these areas of study with:

- Five **Human Resources Management** or **Supervisory Management** core courses and five **Certificate Electives** to earn a 10-course Custom Certificate.
- Four **Project Management Essentials** courses to earn the 54-hour PME certificate.
- Four **Social Media and Digital Marketing** courses to earn the certificate.
- Three or four select courses to earn one of three **Graphics Professional Certificates**.
- 90 hours of coursework to earn the **Gaming Management Certificate**.
- Or complete a full certificate in one of our multiple-session **Certificate Programs** in **Nonprofit Management, Mediation and Conflict Resolution, Paralegal Studies, PMP/CAPM Exam Preparation, the PHR/SPHR Study Program**, or the redesigned and online **Professional Sales Certificate**.

HUMAN RESOURCES MANAGEMENT

Employee Relations*

Sept. 17, 2014; Wed., 9 a.m.-4 p.m.
Sched. #: 2148CHR102 / \$195 / Instr.: McNamara

Jan. 21, 2015; Wed., 9 a.m.-4 p.m.
Sched. #: 2152CHR102 / \$195 / Instr.: McNamara

Employment, Placement and Practices*

Oct. 14, 2014; Tues., 9 a.m.-4 p.m.
Sched. #: 2148CHR101 / \$195 / Instr.: Jensen

Feb. 10, 2015; Tues., 9 a.m.-4 p.m.
Sched. #: 2152CHR101 / \$195 / Instr.: Jensen

Human Resources Training and Development*

Nov. 5, 2014; Wed., 9 a.m.-4 p.m.
Sched. #: 2148CHR103 / \$215 / Instr.: McNamara

March 4, 2015; Wed., 9 a.m.-4 p.m.
Sched. #: 2152CHR103 / \$215 / Instr.: McNamara

Legal Aspects and Liability Issues for Employers*

Nov. 20-21, 2014; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2148CSM102 / \$325 / Instr.: Hall

March 19-20, 2015; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2152CSM102 / \$325 / Instr.: Hall

Compensation and Benefits*

Dec. 5, 2014; Fri., 9 a.m.-4 p.m.
Sched. #: 2148CHR104 / \$195 / Instr.: Wheeler

April 24, 2015; Fri., 9 a.m.-4 p.m.
Sched. #: 2152CHR104 / \$195 / Instr.: Wheeler

SUPERVISORY MANAGEMENT

Performance Management*

Sept. 18-19, 2014; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2148CSM104 / \$325 / Instr.: Sanders

April 16-17, 2015; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2152CSM104 / \$325 / Instr.: Sanders

Effective Communication Skills in the Workplace*

Oct. 9-10, 2014; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2148CSM101 / \$325 / Instr.: Zimmerman

Feb. 19-20, 2015; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2152CSM101 / \$325 / Instr.: Harmon

Legal Aspects and Liability Issues for Employers*

Nov. 20-21, 2014; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2148CSM102 / \$325 / Instr.: Hall

March 19-20, 2015; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2152CSM102 / \$325 / Instr.: Hall

Strategies for Understanding Financial Statements*

Dec. 2, 2014; Tues., 9 a.m.-4 p.m.
Sched. #: 2148CSM105 / \$195 / Instr.: Kalt

May 8, 2015; Fri., 9 a.m.-4 p.m.
Sched. #: 2152CSM105 / \$195 / Instr.: Kalt

Managing and Supervising People*

Jan. 29-30, 2015; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2152CSM103 / \$325 / Instr.: Morin

June 4-5, 2015; Thurs.-Fri., 9 a.m.-4 p.m.
Sched. #: 2155CSM103 / \$325 / Instr.: Morin

CUSTOM CERTIFICATE ELECTIVES

PLEASE NOTE: Custom Certificate Electives are listed in alphabetical order.

Advanced Grantwriting

Nov. 7, 2014; Fri., 9 a.m.-4 p.m.
Sched. #: 2148CX185 / \$195 / Instr.: French

NEW! Bringing Out the Best of a Multigenerational Workforce*

Oct. 16 and 23, 2014; Thurs., 9 a.m.-noon
Sched. #: 2148CX229 / \$195 / Instr.: Prendergast

Coaching Skills for Managers*

March 13 and 27, 2015; Fri., 9 a.m.-noon
Sched. #: 2152CX237 / \$195 / Instr.: Prendergast

Conducting Successful Interviews*

Oct. 28, 2014; Tues., 9 a.m.-4 p.m.
Sched. #: 2148CX106 / \$195 / Instr.: Jensen

April 14, 2015; Tues., 9 a.m.-4 p.m.
Sched. #: 2152CX106 / \$195 / Instr.: Jensen

Critical Skills for Supervisors: Managing Today's Workforce*

Feb. 27, 2015; Fri., 9 a.m.-4 p.m.
Sched. #: 2152CX222 / \$195 / Instr.: Minarik

Delegating Efficiently and Effectively*

Feb. 6, 2015; Fri., 9 a.m.-4 p.m.
Sched. #: 2152CX225 / \$195 / Instr.: Frenkel

Effective Discipline and Documentation*

Nov. 18, 2014; Tues., 9 a.m.-4 p.m.
Sched. #: 2148CX111 / \$195 / Instr.: Jensen

May 21, 2015; Thurs., 9 a.m.-4 p.m.
Sched. #: 2152CX111 / \$195 / Instr.: Jensen

Employee Orientations: From Design to Implementation*

June 9, 2015; Tues., 9 a.m.-4 p.m.
Sched. #: 2155CX108 / \$195 / Instr.: Jensen

Employee Retention Tactics that Work*

March 17, 2015; Tues., 9 a.m.-4 p.m.
Sched. #: 2152CX204 / \$195 / Instr.: McNamara

Enhancing Your Listening Skills*

April 1, 2015; Wed., 9 a.m.-4 p.m.
Sched. #: 2152CX115 / \$195 / Instr.: Zimmerman

Planning and Implementing Employee Events and Recognition Programs*

April 21, 2015; Tues., 9 a.m.-4 p.m.
Sched. #: 2152CX212 / \$195 / Instr.: McNamara

Public Sector Human Resources*

April 29, 2015; Wed., 9 a.m.-4 p.m.
Sched. #: 2152CPM105 / \$195 / Instr.: Morin

Safety Issues for Human Resources: Recording and Reporting*

Jan. 27, 2015; Tues., 9 a.m.-4 p.m.
Sched. #: 2152CX242 / \$205 / Instr.: Graham

Social Media and HR: Developing an Action Plan to Minimize Risk*

Feb. 24, 2015; Tues., 9 a.m.-4 p.m.
Sched. #: 2152CX241 / \$195 / Instr.: Bruch and Felts

Talking till You're Blue? How to Handle Difficult Conversations*

Nov. 14, 2014; Fri., 9 a.m.-4 p.m.
Sched. #: 2148CX228 / \$225 / Instr.: Harmon

May 1, 2015; Fri., 9 a.m.-4 p.m.
Sched. #: 2152CX228 / \$225 / Instr.: Harmon

Technical Writing and Communication in Public Service*

Oct. 17, 2014; Fri., 9 a.m.-4 p.m.
Sched. #: 2148PD149 / \$195 / Instr.: Mulvenon

Understanding the Collective Bargaining Process*

June 19, 2015; Fri., 9 a.m.-4 p.m.
Sched. #: 2155CX240 / \$195 / Instr.: Cottino

Working with the Problem Employee*

Sept. 30, 2014; Tues., 9 a.m.-4 p.m.
Sched. #: 2148CX128 / \$210 / Instr.: McNamara

May 12, 2015; Tues., 9 a.m.-4 p.m.
Sched. #: 2152CX128 / \$210 / Instr.: McNamara

Workplace Violence: Don't Be Blindsided* (Formerly Strategies for Handling Workplace Violence)

NEW DATE! Jan. 23, 2015; Fri., 9 a.m.-4 p.m.
Sched. #: 2148CX129 / \$195 / Instr.: Frenkel

June 12, 2015; Fri., 9 a.m.-4 p.m.
Sched. #: 2155CX129 / \$195 / Instr.: Frenkel

The Human Factor of Project Management*

Sept. 9-11, 2014; Tues.-Thurs., 5:30-8:30 p.m.
Sched. #2148CPML208 / \$295 by Aug. 26; \$350 after Aug. 26
Instr.: Ciccotti

Feb. 3-5, 2015; Tues.-Thurs., 5:30-8:30 p.m.

Sched. #: 2152CPML208 / \$295 by Jan. 21; \$350 after Jan. 21
Instr.: Ciccotti

Project Management Essentials*

Oct. 14-23, 2014; Tues.-Thurs., 5:30-8:30 p.m.

(6 sessions) / Sched. #: 2148CPML101
\$585 by Sept. 23; \$695 after Sept. 23 / Instr.: Ball

March 3-12, 2015; Tues.-Thurs., 5:30-8:30 p.m.

(6 sessions) / Sched. #: 2152CPML101
\$585 by Feb. 10; \$695 after Feb. 10 / Instr.: Ball

Managing with MS Project®

Nov. 18-20, 2014; Tues.-Thurs., 5:30-8:30 p.m.

Sched. #: 2148CPML202 / \$295 by Oct. 28; \$350 after Oct. 28
Instr.: Baryl

March 31-April 2, 2015; Tues.-Thurs., 5:30-8:30 p.m.

Sched. #: 2152CPML202 / \$295 by March 10; \$350 after March 10
Instr.: Baryl

Project Management: Beyond the Basics

Dec. 2-11, 2014; Tues.-Thurs., 5:30-8:30 p.m. (6 sessions)

Sched. #: 2148CPML107 / \$585 by Nov. 11; \$695 after Nov. 11
Instr.: Ball and Bausell

April 28-May 7, 2015; Tues.-Thurs., 5:30-8:30 p.m.

(6 sessions) / Sched. #: 2152CPML107
\$585 by April 7; \$695 after April 7 / Instr.: Ball and Bausell

(Please note: Project Management Essentials and The Human Factor of Project Management courses also may be applied as Custom Certificate Electives.)

NEW! Introduction to Computer Programming

Sept. 16-Oct. 2, 2014; Tues. and Thurs., 6-9 p.m.

(6 sessions) / Sched. #: 2148TECH601 / \$495
Instr.: Morrison and Cohen

March 3-19, 2015; Tues. and Thurs., 6-9 p.m.

(6 sessions) / Sched. #: 2152TECH601 / \$495
Instr.: Morrison and Cohen

NEW! Ruby on Rails Fundamentals

Oct. 7-23, 2014; Tues. and Thurs., 6-9 p.m.

(6 sessions) / Sched. #: 2148TECH602 / \$495
Instr.: Morrison and Cohen

April 14-30, 2015; Tues. and Thurs., 6-9 p.m.

(6 sessions) / Sched. #: 2152TECH602 / \$495
Instr.: Morrison and Cohen

* Courses marked with asterisks have been approved or submitted for approval for HR or business recertification credit hours toward PHR, SPHR or GPHR recertification through the HR Certification Institute (HRCI). Use of the HRCI seal is not an endorsement by HRCI of program quality. For more information, visit www.hrci.org.



Watch our website for more Spring/
Summer 2015 classes coming soon!
www.extendedstudies.unr.edu

GAMING

ONLINE! Gaming Operations Executive Overview Online

Sept. 8-Oct. 6, 2014; online schedule TBA

Sched. #: 2148GM751 / \$795

Advanced Management of Slot Operations

Sept. 15-18, 2014; daily times vary

Sched. #: 2148GM103 / \$2,600

Management of Table Games Operations

Oct. 13-16, 2014; daily times vary

Sched. #: 2148GM201 / \$2,600

ONLINE! Gaming Revenue Management

Oct. 20-Nov. 15, 2014; online schedule TBA

Sched. #: 2148GM752 / \$795

Executive Development Program

Nov. 11-19, 2014; daily times vary

Sched. #: 2148GM901 / \$7,400 by Oct. 10

NEW AND ONLINE! Casino Design/Redesign and its Impact on Casino Management and Operations

Nov. 17-Dec. 14, 2014; online schedule TBA

Sched. #: 2148GM750 / \$795

Business Analytics for the Gaming Industry

2015 dates TBA: www.gaming.unr.edu

Financial Accounting and Analysis

2015 dates TBA: www.gaming.unr.edu

Management of Slot Operations

2015 dates TBA: www.gaming.unr.edu

Performance-Based Surveillance Operations

2015 dates TBA: www.gaming.unr.edu

"This course was informative and has already proven itself useful in my daily work. I would highly recommend it for any business professional from entry-level to CEO."

— Mackenzie Parrett, Bally Technologies

Social Media Essentials: Building Effective Campaigns *(Expanded; formerly New and Social Media Marketing for Busy People)*

Sept. 10-24, 2014; Wed., 6-9 p.m. (3 sessions)

Sched. #: 2148LEAD103 / \$299 by Aug. 28;
\$399 after Aug. 28 / Instr.: Felts

Feb. 4-18, 2015; Wed., 6-9 p.m. (3 sessions)

Sched. #: 2152LEAD103 / \$299 by Jan. 21;
\$399 after Jan. 21 / Instr.: Felts

Writing Effective Email Campaigns

(Expanded; formerly Introduction to Writing for Social Media)

Sept. 30-Oct. 1, 2014; Tues.-Wed., 6-9 p.m.

Sched. #: 2148LEAD125 / \$199 by Sept. 12;
\$249 after Sept. 12 / Instr.: Do

Creating WordPress Blogs

Oct. 7-9, 2014; Tues.-Thurs., 6-9 p.m.

Sched. #: 2148LEAD119 / \$299 by Sept. 18;
\$399 after Sept. 18 / Instr.: Reeder

Digital Marketing Strategies: Maximizing Your Visibility *(Expanded; formerly Inbound Marketing Principles and Practices)*

Oct. 15-29, 2014; Wed., 6-9 p.m. (3 sessions)

Sched. #: 2148LEAD203 / \$299 by Sept. 26;
\$399 after Sept. 26 / Instr.: McDowell

March 11-25, 2015; Wed., 6-9 p.m. (3 sessions)

Sched. #: 2152LEAD203 / \$299 by Feb. 20; \$399 after Feb. 20
Instr.: McDowell

NEW! Digital Storytelling and Content Strategy

Nov. 4-6, 2014; Tues.-Thurs., 6-9 p.m.

Sched. #: 2148LEAD137 / \$299 by Oct. 17;
\$399 after Oct. 17 / Instr.: Vancour

NEW! Mobile Marketing

Nov. 18-20, 2014; Tues.-Thurs., 6-9 p.m.

Sched. #: 2148LEAD136 / \$299 by Oct. 31;
\$399 after Oct. 31 / Instr.: Hallert

Digital Analytics: Measuring Your Online Efforts *(Expanded; formerly Inbound Marketing Analytics and Metrics)*

Dec. 9-11, 2014; Tues.-Thurs., 6-9 p.m.

Sched. #: 2148LEAD116 / \$299 by Nov. 21;
\$399 after Nov. 21 / Instr.: Hallert

April 21-23, 2015; Tues.-Thurs., 6-9 p.m.

Sched. #: 2152LEAD116 / \$299 by March 31;
\$399 after March 31 / Instr.: Hallert

Developing and Implementing an Email Marketing Strategy

Feb. 24-25, 2015; Tues.-Wed., 6-9 p.m.

Sched. #: 2152LEAD133 / \$199 by Feb. 6;
\$249 after Feb. 6 / Instr.: Ross

Writing a Winning Blog and Social Media Marketing Strategy

March 3-5, 2015; Tues.-Thurs., 6-9 p.m.

Sched. #: 2152LEAD134 / \$299 by Feb. 13;
\$399 after Feb. 13 / Instr.: Whitmarsh and Reeder

Video for Social Media: Viral Marketing with Video

April 14-15, 2015; Tues.-Wed., 6-9 p.m.
Sched. #: 2152LEAD123 / \$199 by March 24;
\$249 after March 24 / Instr.: Hatjakes

Advanced Topics: Growing Your Brand Through Social Media

May 5-7, 2015; Tues.-Thurs., 6-9 p.m.
Sched. #: 2152LEAD135 / \$299 by April 22;
\$399 after April 22 / Instr.: Hallert and Vancour

Paralegal Studies Certificate Program

Sept. 6-Nov. 16, 2014; select Sat. and Sun., 9 a.m.-5 p.m.
(16 sessions) / Sched. #: 2148PARA101 / \$2,195
Instrs.: Bowman and Spoo

Feb. 7-April 19, 2015; select Sat. and Sun., 9 a.m.-5 p.m.
(16 sessions) / Sched. #: 2152PARA101 / \$1,995 by Jan. 22;
\$2,195 after Jan. 22 / Instrs.: Bowman and Spoo

Professional in Human Resources (PHR/SPHR) Study Program

Sept. 15-Nov. 24, 2014; Mon., 4-7:30 p.m. (11 sessions)
(3:30-7:30 p.m., Sept. 15 and Nov. 24)
Sched. #: 2148PHR101 / \$1,400 / Instrs.: HR professionals

Feb. 2-April 27, 2015; select Mon., 4-7:30 p.m.
(11 sessions) (3:30-7:30 p.m., Feb. 2 and April 27)
Sched. #: 2152PHR101 / \$1,250 by Jan. 9; \$1,400 after Jan. 9
Instrs.: HR professionals

Advanced Composite Manufacturing 1

Sept. 15-19, 2014; Mon.-Thurs., 8:30 a.m.-5 p.m.;
Fri., 9 a.m.-2 p.m. / Sched. #: 2148MFG1011 / \$2,395

Oct. 13-17, 2014; Mon.-Thurs., 8:30 a.m.-5 p.m.;
Fri., 9 a.m.-2 p.m. / Sched. #: 2148MFG1012 / \$2,395

Nov. 3-7, 2014; Mon.-Thurs., 8:30 a.m.-5 p.m.;
Fri., 9 a.m.-2 p.m. / Sched. #: 2148MFG1013 / \$2,395

Dec. 8-12, 2014; Mon.-Thurs., 8:30 a.m.-5 p.m.;
Fri., 9 a.m.-2 p.m. / Sched. #: 2148MFG1014 / \$2,395

REDESIGNED AND ONLINE! Professional Sales Certificate: Creating a Savvy Sales Strategy

Sept. 23-Nov. 4, 2014 (6 online modules)
Sched. #: 2148SALE101 / \$495 / Instr.: Christoffersen

March 17-April 28, 2015 (6 online modules)
Sched. #: 2152SALE101 / \$495 / Instr.: Christoffersen

NEW! PMP/CAPM Credential Exam Preparation

Nov. 5-15, 2014; Wed., 6-9 p.m., and Sat., 9 a.m.-4 p.m.
(4 sessions) Sched. #: 2148CPML300 / \$995 by Oct. 15;
\$1,150 after Oct. 15 / Instr.: Ball

Excellence in Nonprofit Management Institute

March 23-27, 2015; Mon.-Thurs., 8 a.m.-5 p.m.;
Fri., 8 a.m.-3 p.m. / Sched. #: 2152CNP109 / \$900 by Feb. 27;
\$1,100 after Feb. 27 / Instrs.: Nonprofit professionals

Beginning Mediation and Conflict Resolution Certificate*

April 14-18, 2015; Tues.-Sat., 8 a.m.-5 p.m.
Sched. #: 2152CMCR101 / \$1,050 by March 13;
\$1,250 after March 13 / Instr.: Wahl

BUSINESS COMPUTER SKILLS

PLEASE NOTE: More Business Computer Skills courses will be scheduled for Spring/Summer 2015. Visit www.extendedstudies.unr.edu.

ONLINE! QuickBooks® for New Users

Sept. 9-Dec. 16, 2014 (14 weeklong sessions)
Sched. #: 2148TECH701 / \$847 by Aug. 26;
\$997 after Aug. 26 / Instr.: Gibson

Microsoft Excel® Essentials

Sept. 11, 2014; Thurs., 8:30 a.m.-3:30 p.m.
Sched. #: 2148TECH3011 / \$125 / Instr.: Gage

Oct. 2, 2014; Thurs., 8:30 a.m.-3:30 p.m.
Sched. #: 2148TECH3012 / \$125 / Instr.: Adams

Oct. 21, 2014; Tues., 8:30 a.m.-3:30 p.m.
Sched. #: 2148TECH3013 / \$125 / Instr.: Adams

Microsoft Word® Essentials

Sept. 18, 2014; Thurs., 8:30 a.m.-3:30 p.m.
Sched. #: 2148TECH3042 / \$125 / Instr.: Gage

Quickbooks® for Small Business

Oct. 2-3, 2014; Thurs.-Fri., 8:30 a.m.-3:30 p.m.
Sched. #: 2148TECH801 / \$325 / Instr.: Gibson

Microsoft Excel® Intermediate

Oct. 7, 2014; Tues., 8:30 a.m.-3:30 p.m.
Sched. #: 2148TECH3021 / \$125 / Instr.: Adams

Oct. 28, 2014; Tues., 8:30 a.m.-3:30 p.m.
Sched. #: 2148TECH3022 / \$125 / Instr.: Adams

Microsoft Word® Intermediate

Oct. 9, 2014; Thurs., 8:30 a.m.-3:30 p.m.
Sched. #: 2148TECH305 / \$125 / Instr.: Adams

Microsoft Access® Essentials

Oct. 14 and 16, 2014; Tues. and Thurs.,
8:30 a.m.-3:30 p.m.
Sched. #: 2148TECH3102 / \$250 / Instr.: Adams

Microsoft PowerPoint® Essentials

Nov. 6, 2014; Thurs., 8:30 a.m.-3:30 p.m.
Sched. #: 2148TECH3082 / \$125 / Instr.: Adams

Microsoft Access® Intermediate

Nov. 13 and 20, 2014; Thurs.,
8:30 a.m.-3:30 p.m.
Sched. #: 2148TECH311 / \$250 / Instr.: Adams

Microsoft Excel® Advanced

Dec. 2, 2014; Tues., 8:30 a.m.-3:30 p.m.
Sched. #: 2148TECH303 / \$125 / Instr.: Adams

Microsoft Word® Advanced

Dec. 4, 2014; Thurs., 8:30 a.m.-3:30 p.m.
Sched. #: 2148TECH306 / \$125 / Instr.: Adams

GRAPHICS PROFESSIONAL

PLEASE NOTE: More Graphics courses will be scheduled for Spring/Summer 2015. Visit www.extendedstudies.unr.edu.

ONLINE! Beginning Photoshop®

Aug. 26-Sept. 23, 2014 (4 online modules)
Sched. #: 2148TECH992 / \$299 by Aug. 20;
\$349 after Aug. 20 / Instr.: Welch

ONLINE! Lightroom®

Sept. 9-Oct. 7, 2014 (4 online modules)
Sched. #: 2148TECH996 / \$199 by Aug. 29;
\$249 after Aug. 29 / Instr.: Welch

ONLINE! Advanced Photoshop®

Sept. 23-Oct. 21, 2014 (4 online modules)
Sched. #: 2148TECH993 / \$299 by Sept. 9;
\$349 after Sept. 9 / Instr.: Welch

ONLINE! Adobe Premiere®

Oct. 21-Nov. 18, 2014 (4 online modules)
Sched. #: 2148TECH997 / \$299 by Sept. 30;
\$349 after Sept. 30 / Instr.: Welch

ONLINE! Illustrator®

Oct. 21-Nov. 18, 2014 (4 online modules)
Sched. #: 2148TECH994 / \$299 by Sept. 30;
\$349 after Sept. 30 / Instr.: Welch

ONLINE! After Effects®

Nov. 18-Dec. 16, 2014 (4 online modules)
Sched. #: 2148TECH998 / \$299 by Oct. 28;
\$349 after Oct. 28 / Instr.: Welch

ONLINE! InDesign®

Nov. 18-Dec. 16, 2014 (4 online modules)
Sched. #: 2148TECH995 / \$299 by Oct. 28;
\$349 after Oct. 28 / Instr.: Welch

"I really enjoyed the course. I learned a lot about myself and how to improve my communication skills. It was time well invested."

—Claudia M. Biales, Social Entrepreneurs, Inc.

Register today! **Extended Studies**
at the University of Nevada, Reno

For details and registration, call (775) 784-4062 or visit
our website and search by course number or title:

www.extendedstudies.unr.edu



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Professional Development 2014-2015 | Course Schedule at a Glance

The following courses may be taken independently and require no formal admission to the University. For a full schedule of Spring/Summer 2015 classes, registration and information about Extended Studies courses and programs, visit www.extendedstudies.unr.edu or call (775) 784-4062 or 1-800-233-8928.

August 2014

26 Beginning Photoshop Online begins (4 online modules)

September 2014

6 Paralegal Studies Certificate begins (16 sessions)
8 Gaming Operations Executive Overview (Online) begins
9-11 The Human Factor of Project Management*
9 Lightroom Online begins (4 online modules)
9 QuickBooks for New Users Online begins (14 sessions)
10 Social Media Essentials begins (3 sessions)
11 Microsoft Excel Essentials
15-19 Advanced Composite Manufacturing 1
15-18 Advanced Management of Slot Operations
15 PHR/SPHR Study Program begins (11 sessions)
16 Introduction to Computer Programming begins (6 sessions)
17 Employee Relations*
18 Microsoft Word Essentials
18-19 Performance Management*
23 Advanced Photoshop Online begins (4 online modules)
23 Online Professional Sales Certificate begins (6 online modules)
30 Working with the Problem Employee*
30 Writing Effective Email Campaigns begins (2 sessions)

October 2014

2 Microsoft Excel Essentials
2-3 QuickBooks for Small Business
7-9 Creating WordPress Blogs
7 Microsoft Excel Intermediate
7 Ruby on Rails Fundamentals begins (6 sessions)
8 Conflict Resolution for Educators and Students
9-10 Effective Communication Skills in the Workplace*
9 Microsoft Word Intermediate
13-17 Advanced Composite Manufacturing 1
13-16 Management of Table Games
14 Employment, Placement and Practices*
14 Microsoft Access Essentials begins (2 sessions)
14 Project Management Essentials* begins (6 sessions)
15 Digital Marketing Strategies begins (3 sessions)
16 Bringing Out the Best of a Multigenerational Workforce* begins (2 sessions)
17 Technical Writing and Communication in Public Service*
20 Gaming Revenue Management (Online) begins
21 Adobe Premiere Online begins (4 online modules)
21 Illustrator Online begins (4 online modules)
21 Microsoft Excel Essentials
28 Conducting Successful Interviews*
28 Microsoft Excel Intermediate

November 2014

3-7 Advanced Composite Manufacturing 1
4-6 Digital Storytelling and Content Strategy
5 Human Resources Training and Development*
5 PMP/CAPM Exam Preparation begins (4 sessions)
6 Microsoft PowerPoint Essentials
7 Advanced Grantwriting
11-19 Executive Development Program
13 Microsoft Access Intermediate begins (2 sessions)
14 Talking till You're Blue?*
17 Casino Design/Redesign (Online) begins
18 After Effects Online begins (4 online modules)
18 Effective Discipline and Documentation*
18 InDesign Online begins (4 online modules)
18-20 Managing with MS Project
18-20 Mobile Marketing
20-21 Legal Aspects and Liability Issues for Employers*

December 2014

2 Microsoft Excel Advanced
2 Project Management: Beyond the Basics begins (6 sessions)
2 Strategies for Understanding Financial Statements*
4 Microsoft Word Advanced
5 Compensation and Benefits*
8-12 Advanced Composite Manufacturing 1
9-11 Digital Analytics: Measuring Your Online Efforts

January 2015

21 Employee Relations*
23 Workplace Violence: Don't Be Blindsided*
27 Safety Issues for HR: Recording and Reporting*
29-30 Managing and Supervising People*

February 2015

2 PHR/SPHR Study Program begins (11 sessions)
3-5 The Human Factor of Project Management*
4 Social Media Essentials begins (3 sessions)
6 Delegating Efficiently and Effectively*
7 Paralegal Studies Certificate begins (16 sessions)
10 Employment, Placement and Practices*
19-20 Effective Communication Skills in the Workplace*
24-25 Developing and Implementing an Effective Email Marketing Strategy
24 Social Media and HR*
27 Critical Skills for Supervisors: Managing Today's Workforce*

March 2015

3 Introduction to Computer Programming begins (6 sessions)
3 Project Management Essentials* begins (6 sessions)
3-5 Writing a Winning Blog and Email Marketing Strategy
4 Human Resources Training and Development*
11 Digital Marketing Strategies begins (3 sessions)
13 Coaching Skills for Managers* begins (2 sessions)
17 Employee Retention Tactics that Work*
17 Online Professional Sales Certificate begins (6 online modules)
19-20 Legal Aspects and Liability Issues for Employers*
23-27 Excellence in Nonprofit Management Institute
31 Managing with MS Project begins (3 sessions)

April 2015

1 Enhancing Your Listening Skills*
14-18 Beginning Mediation and Conflict Resolution Certificate*
14 Conducting Successful Interviews*
14 Ruby on Rails Fundamentals begins (6 sessions)
14-15 Video for Social Media: Viral Marketing with Video
16-17 Performance Management*
21-23 Digital Analytics: Measuring Your Online Efforts
21 Planning and Implementing Employee Events and Recognition Programs*
24 Compensation and Benefits*
28 Project Management: Beyond the Basics begins (6 sessions)
29 Public Sector Human Resources*

May 2015

1 Talking till You're Blue?*
5-7 Advanced Topics: Growing Your Brand through Social Media
8 Strategies for Understanding Financial Statements*
12 Working with the Problem Employee*
21 Effective Discipline and Documentation*

June 2015

4-5 Managing and Supervising People*
9 Employee Orientations: From Design to Implementation*
12 Workplace Violence: Don't Be Blindsided*
19 Understanding the Collective Bargaining Process*

*Courses marked with asterisks have been approved or submitted for approval for HR or business recertification credit hours toward PHR, SPHR or GPHR recertification through the HR Certification Institute (HRCI). Use of the HRCI seal is not an endorsement by HRCI of program quality. For more information, visit www.hrci.org.



Watch our website for more Spring/Summer 2015 classes coming soon!